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CITY OF KEENE

NEW HAMPSHIRE



ANNUAL REPORT

of the

Accounting Department

1961

NEW HAMPSHIRE

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REPORT OF ACCOUNTING DEPARTMENT FOR 1961 KEENE, NEW HAMPSHIRE

GOVERNMENT IS A TRUSTEE
IT SHOULD RENDER AN ACCOUNT OF ITS STEWARDSHIP
IT IS NOT ONLY RESPONSIBLE FOR HONEST EXPENDITURES
OF FUNDS, BUT FOR INTELLIGENT EXPENDITURES AND, FOR
A WISER EXPENDITURE THAN IF THE FUNDS WERE LEFT IN
PRIVATE HANDS.

 Tax Rate — 1961
 \$41.00

 Total Assessed Valuation — 1961
 \$64,789,900.00

 Population — 1961
 17,527

The Accounting Department prescribes and operates a set of general accounts embracing all financial transactions of the City.

All bills, invoices, and payrolls against the City are checked to determine regularity and legality before they are paid.

Monthly reports on all receipts and expenditures of the City are prepared and a detailed annual financial report is prepared for public use.

No department may expend more than is provided in the annual budget unless the City Council by resolution transfers money from another source to provide the needed amount.

I hereby submit the annual report of the Accounting Department for the year 1961 with detailed accounts of monies spent and received by the City together with reports reflecting the financial condition of the City.

Respectfully submitted, S/Philip M. Patch Philip M. Patch City Comptroller Keene, New Hampshire

STATEMENT OF CASH RECEIPTS FOR 1961

TAXES Poll Taxes Property Taxes, Current	13,645.86 2,337,529.77	
Property Taxes, Delinquent Head Taxes	307,011.53 46,356.48	
Head Tax Penalties Timber Taxes	1,308.05 978.09	
Tax Title Liens National Bank Stock	48,111.04 4,888.50	
Tax Deeded Property	150.00	
		\$2,759,979.32
FROM THE STATE New Hampshire Bounties	50.00	
Railroad	1,474.00	
Interest & Dividends Flood Control	47,555.51 3,481.60	
Savings Bank	187.92	
Gasoline Tax Refund Sealer of Weights & Measures	3,623.26 314.55	miles.
	Story and wall	56,686.84
DEPARTMENTAL INCOME	226.00	
Bicycle Registrations Sewer	236.00 10,209.01	
Cemetery - Annual Care & Burials	5,650.25	
Cemetery Lots Fire	4,705.00 67.00	
Inventory - Highway & Sewer	450.30	
Airport Parking Fines	9,036.18 4,929.58	
Health Department Library Book Fines	206.00 1,597.00	
	the party bearing the Party	37,086.32
TRUST FUNDS	the River States for the	
Clement J. Woodward Fund Cemetery Trust Fund	12,740.71 21,540.91	
Cemetery Perpetual Care	4,650.00	
Other Trust Fund Income	4,182.88	10 11 1 70
LOANS AND NOTES		43,114.50
Tax Anticipation Notes, 1961	1,392,221.26	
West Keene Interceptor Sewer Note Ash Swamp Note	74,500.00 80,000.00	
City Hall Parking Lot	3,500.00	
Barker Realty Project Note Beaver Brook Drainage Note	1,500.00 5,500.00	
Gilbo Avenue Project Note	36,000.00	
OTHER MANAGES		1,593,221.26
OTHER ITEMS Assessors Machine	1,773.04	
Police Benevolent Fund	3,188.10	
F. I. C. A. Federal Withholding Taxes	14,005.06 71,480.47	
Taken Transcount Lanes	71,100.17	

Sealer's Retirement Fund	266.58	
Police Retirement Fund	4,218.42	
Firemen's Retirement Fund General Retirement Fund	3,681.82 8,938.90	
Blue Cross	10,242.30	*
Community Chest	98.00	
Airport Construction	10,083.12	
Ash Swamp Project	62,968.34	
Union School District Note Water Utilities	1,000.00 9,100.00	
Public Works Garage	17,023.09	
Table Works darage		
		218,067.24
PARKING METER RECEIPTS		64,084.60
MISCELLANEOUS REVENUE		
Interest on Taxes	11,363.27	
Motor Vehicle Permits	120,746.47	
Dog Licenses	2,546.09	
Court Fines	5,562.18	
Rent & Sale of City Property Licenses & Permits	125.00 2,211.67	
City Clerk Fees	4,083.04	
Interest on Investment	1,027.89	
		147 665 61
Sent all the second sec		147,665.61
REFUNDS TO DEPARTMENTS	000.04	
Insurance	990.31 2.40	
General Government Municipal Court	4.55	
Municipal Building	586.15	
Accounting Department	1,607.57	
Tax Collector	627.88	
Police Department Fire Department	4,508.61 154.65	
Public Works, Salaries	1,282.42	
Public Works, Administration	712.50	
Public Works, Summer Maintenance	629.55	
Public Works, Winter Maintenance Parks	42.00 67.70	
Forestry	1,295.58	
Recreation	250.00	
Welfare	1,849.35	
Cemetery	395.78	
Miscellaneous Public Works Equipment	174.81 5,352.61	
Fire Capital	7,965.00	
Police Ĉapital	1,541.89	
Street Improvements	44.97	
Maple Acres Sewer Project Drain Improvements	7,473.92 255.00	
N. H. Bridge Rental	2,500.00	
TRA	12,665.49	
		da 000 co
CLIDDITIC		52,980.69
SURPLUS		424.00
TOTAL CASH INCOME FOR 1961		4,973,310.38
Voided Check		1.00
Cash on Hand January 1, 1961		534,580.40
TOTAL	Anna S many -	фг го д род до
TOTAL		\$5,507,891.78

STATEMENT OF CASH DISBURSEMENTS FOR 1961

28.00 3,057.34 79.46 52,160.42 41,841.88 36.72	
	97,203.82
3,188.10 10,191,99 72,518.92 4,218.42 266.58 3,681.82 8,938.90 10,156.66 88.00	
	113,249.39
4,850,00 647.77 1,395.10 4,190.00 12,740.71 1,152.93	
	24,976.51
1,000.00 450.24 105.95 228.00 3.14 2.00 120.00 8,546.09 637.25 24.00 76.00 49.60 22.44	
	11,264.71
1,500.00 5,500.00 3,187.28 32,771.83 226.51 265,324.63 1,107.93 136,866.00	446,484.18
	3,057.34 79.46 52,160.42 41,841.88 36.72 3,188.10 10,191.99 72,518.92 4,218.42 266.58 3,681.82 8,938.90 10,156.66 88.00 4,850.00 647.77 1,395.10 4,190.00 12,740.71 1,152.93 1,000.00 450.24 105.95 228.00 3.14 2.00 120.00 8,546.09 637.25 24.00 76.00 49.60 22.44 1,500.00 5,500.00 3,187.28 32,771.83 226.51 265,324.63 1,107.93

TAX ANTICIPATION NOTES, 1961	1,392,221.26
UNION SCHOOL DISTRICT	1,464,079.36
COUNTY TAX, 1961	118,619.74
PARKING METERS	9,287.67
INVENTORY - Highway & Sewer	41,403.00
GARAGE EQUIPMENT ACCOUNT	109,275.29
APPROPRIATION ACCOUNTS General Capital	1,119,689.66 159,519.56
A STATE OF THE STA	1,279,209.22
TOTAL CASH EXPENDITURES ADJUSTMENT - Cash Short Cash on Hand December 31, 1961	5,107,274.15 118.76 400,498.87
TOTAL	\$5,507,891.78

BALANCE SHEET

ASSETS

CASH Cash in Bank Savings Bank (Parking) Petty Cash	456,935.39 4,790.30 517.00	HANDERS OF THE PARTY OF THE PAR
		462,242.69
TAXES RECEIVABLE Poll Property Taxes Head Taxes Timber Taxes Tax Titles Unredeemed	4,581.64 312,776.20 13,287.93 385.38 38,911.26	
		369,942.41
TAX DEEDED PROPERTY		800.34
ACCOUNTS RECEIVABLE Cemetery Sewer Airport	3,432.50 5,302.11 664.30	
		9,398.91
MISCELLANEOUS State Gas Tax Due from Water Utilities New Hampshire Bounties	265.85 49,711.70 76.00	
		50,053.55
INVENTORY		56,447.53
TOTAL ASSETS	U 14 1 14 18 10 1	\$ 948.885.43

LIABILITIES

DUE STATE Head Taxes & Penalties	19,227.97
	19,661.91
UNION SCHOOL DISTRICT School Taxes	735,277.00
TRUST FUNDS	
Cemetery Perpetual Care Unexpended10,755.06Trust Fund Income Unexpended5,845.52Monadnock View Sale of Lots2,164.00	
	18,764.58
MISCELLANEOUS	
Witholding Taxes and Social Security Community Chest Deductions Reserve for Cancelled Bonds & Checks Reserve for Equipment Account Sealer of Weights & Measures Rhodes Property 8,752.32 10.00 17.09.85 1,709.85 22,482.86 320.88 Rhodes Property 81.20	
	23,357.11
PARKING METERS	18,622.52
UNEXPENDED CAPITAL APPROPRIATION	27,050.57
INTER-OFFICE SURVEY	1,000.00
SURPLUS	
Surplus Invested in Inventories 56,447.53 Surplus Unappropriated 59,138.15	
	105,585.68
TOTAL LIABILITIES	\$ 948.885.43

GENERAL ACCOUNTS	Payrolls	Bills	Debit Trans.	Credit Trans.	Cash Receipts	Approp.	Balance 12-31-61
Hydrant Rental	00.	20,000.00	00.	00.	00.	20,000.00	00.
Insurance	00.100	23,563.83	00.00	9.8	990.31	23,904.97	1,331.45
Contingency Fund	00.588,8	2.525.00	3.058.07	3.8	3.6	6.830.00	1 246 93
General Gov't. Administration	4,790.00	298.48	5.40	00:	00.	5,400.00	306.12
General Government	00.10	33,833.90	8.8	3,633.26	2.40	26,400.00	3,798.24 *
City Clerk Flections	2,425.57	810.16	36.80	9.8	3.8	3,686,00	33.28 *
Municipal Court	5,299.92	657.62	00.	00.	4.55	6,650.00	696.91
City Solicitor	3,672.00	3,859.36	37.40	37.40	00.	7,872.00	340.64
Municipal Building	5,643.62	8,971.88	614.87	475.00	586.15	15,282.00	1,112.78
Accounting Unice	14,384.00	3,002.31	00.09	140.78	1,007	21 150 20	880 53
Assessor s Department Tax Collector	11.211.89	2,438.95	379.65	379.65	627.88	14.093.00	1.070.04
Street Lighting	00.	47,305.34	2,300.00	3,100.00	00.	47,400.00	894.66
Police Department	111,721.94	26,149.88	385.19	5,366.15	4,508.61	129,486.90	1,104.65
Fire Department	75,121.59	14,759.52	1 610 30	11.00	154.05	26,988.30	14.03
Engineering Department	23,044.30	193.38	00.	00.	8.0	500.00	306.62
Sealer of Wgts. & Measures	4,182.00	250.94	00:	00:	00.	4,432.00	* 46.
P. W. Salaries	145,957.04	127.83	00:	1,808.37	1,282.42	140,018.50	2,975.58 *
P. W. Administration	00.	5,264.00	664.57	6.97	712.50	5,524.00	314.90
P. W. Summer Maintenance	3.8	30,131.90	25,274.08	2 750 20	029.55	32,700.00	1,9/0.19
P. W. Winter Maintenance	8.8	13,573.53	19,075,38	472.81	00.74	22,400.00	977610 *
F. W. Sewel Maillichance	. .	5,513.66	9,786.65	2.532.23	00:	12,800.00	31.92
Forestry	3,592.20	6,855.93	1,313.15	00.	1,295.58	11,400.00	934.30
Airport	00.	13,785.96	232.20	00.	00.	13,872.95	145.21 *
Health Department	8,608.20	1,539.71	72.20	12 20	1 040 25	10,900.00	506.08
Welfare Department	26.057.40	8,390.17	00	00	00	35,382,50	35.29
Fublic Library Recreation Department	14.349.89	14,357.96	613.39	00.	250.00	29,656.00	584.76
Park Department	5,851.40	1,817.46	146.71	1,274.23	67.70	6,610.00	136.36
Cemetery Department	29,025.37	3,741.48	582.93	9,957.51	395.78	23,759.15	762.66
Old Armory	00.00	70.00	3.8	3.5	3.8	2,600.00	2,600.00
Loning Board	100.00	1 825 00	9.0	8.8	8.8	1 935 00	110.00
Fatrione, Furboses Civilian Defense	3.8	1,897.65	40.75	00.	98.86	2,138.50	298.96
Unclassified	723.20	4,019.03	12.33	00.	.95	5,000.00	246.39
Interest & Debt Miscellaneous	8.8.	155,256.87 53,541.79	8.8.	29,860.00 2,453.79	75.00	126,935.88 50,900.00	1,539.01
TOTALS	532,996.31	586,693.35	93,055.55	64,860.96	15,181.81	1,143,153.35	10,450.91
* MINUS BALANCE							

Balance 12-31-61	23.37 * 23.37	27,050.57
1961 Approp.	775.00 800.00 600.00 335.00 61.00 1,283.43 6,256.00 25,994.30 1,070.00 1,121.95 1,872.82 10,000.00 24,631.25 9,840.00 3,400.00 3,912.06 9,978.51	125,722.32
1960 Carry- Over	26.04 92.46 52.53 320.21 181.65 2,654.01 500.00 60.00 126.36 33.00 126.36 27.00 37.21 1,072.71* 3.280.14* 2,488.04 4,904.70 75.00 1,504.32 5,097.51*	10,835.14
Cash Receipts	1,541.89 7,965.00 5,352.61 12,665.49 44.97 2,500.00 7,473.92	37,798.88
Credit Trans.	36,000.00 743.00 525.64	38,177.52
Debit Trans.	26.04 92.46 52.53 320.21 126.36 33.00 182.21 54.56 54.56 7,558.28 40.00 40.00 75.00 8.00 8.00 75.00 8.00 8.00 1,543.00	25,963.73
Bills	798.37 493.83 493.50 333.00 5,284.94 13,465.00 627.89 31,526.90 627.89 1,867.93 1,867.93 1,455.50 2,500.00 2,500.00 2,500.00 3,400.00 2,500.00 3,400.00 2,500.00 3,407.87	141,297.29
Payrolls	3,889.84 5,336.63 326.79 126.49 6,045.20 687.96 232.47 1,576.89	18,222.27
CAPITAL ACCOUNTS	City Manager City Clerk City Hall Ascessor's Department Ascounting Department Tax Collector Police Department Fire Department Enginering Department Public Works, Capital Public Works, Tree Program Airport Health Department Recreation Department Parks Department Cemetery Department TRA-A Approp. Sidewalk Const. Sireet Improve. TRA-B Approp. Land Purchase Dump Bridge Rental Maple Acres Sewer Multiple Use Area Cemetery Construction Sewer Improvements Land Purchase Vernon St. Equip. Storage Space Beaver Brook Improve. Land Purchase Vernon St. Equip. Storage Space Beaver Brook Improve.	* Minus

STATEMENT OF INCOME AND EXPENDITURES BY THE MONTH

MONTH	Receipts	Expenditures	Balance End of Month
December, 1960			534,580.40
January, 1961	119,178.43	356,380.43	297,378.40
February	145,542.14	164,683.93	278,236.61
March	621,077.62	307,281.14	592,033.09
April	88,024.62	487,708.74	192,348.97
May	175,642.19	203,550.78	164,440.38
June	599,666.58	522,116.75	241,990.21
July	221,331.52	363,288.31	100,033.42
August	451,474.19	343,039.99	208,467.62
September	448,428.21	332,282.94	324,612.89
October	267,046.54	418,409.01	173,250.42
November	1,692,841.88	1,702,262.20	163,830.10
December	541,872.37	305,203.60	400,498.87
	\$5,372,126.29	\$5,506,207.82	
Balance January 1, 1961	534,580.40		
Balance December 31, 1961		400,498.87	
	\$5,906,706.69	\$5,906,706.69	

SCHEDULE OF BONDS AND NOTES OUTSTANDING AS AT DECEMBER 31, 1961

	0.00 \$ 132,000.00 1.00 160,000.00 3.20,000.00 59,000.00 2.00 270,000.00 3.00 270,000.00 3.00 475,000.00	-
	\$240,000.00 200,000.00 470,000.00 75,000.00 350,000.00 500,000.00	
	1.80% 3.30% 2.70% 3.30% 3.50% 3.20%	
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
	8- 1-62/72 8-15-62/77 12- 1-62/75 8-15-61/75 11-15-62/77 2- 1-62/80 4- 1-62/80	
Date of Issue	8- 1-52 8-15-57 12- 1-55) 8-15-57 11-15-57 2- 1-60 4- 1-60	
Description	Water Bond Water Bond (Crosstown Water Mains) Sewer Bonds Sewer Bonds (Park Ave. and Winchester St. Sewer) Municipal Parking Lot City Hall Remodeling West Keene Interceptor Sewer	

SCHEDULE OF NOTES PAYABLE

\$1,686,000.00

Amount	3,500.00	22,000.00	33,000.00	80,000.00	1,500.00	36,000.00	5,250.00	
Interest	3.0 %	2.75%	2.75%	3.0 %	3.0 %	3.0 %	2 1/2 %	
Date Due	3-30-62	12-15-62	12- 5-62/64	12-29-62/69	4- 1-62	8- 1-62/64	4-15-62	
	Parking Lot Rear of City Hall	Typhoid Judgment	Chlorination Building	Ash Swamp	Barker Realty	Gilbo Avenue	West Keene Interceptor Sewer	
Date of Notes	11-28-61	6-23-60	12- 5-60	12-29-61	12-29-61	12-29-61	1959	

\$ 181,250.00

TOTAL NOTES PAYABLE

TOTAL BONDS OUTSTANDING

COMPARATIVE STATEMENT ESTIMATED AND ACTUAL REVENUE TWELVE MONTHS ENDING DECEMBER 31, 1961

	Estimate Per Budget	Actual to Date	% of Estimate
LOCAL TAXES			
Poll Taxes	14,000.00	13,645.86	97.5
Property Taxes	998,082.96	990,644.56	99.25
National Bank Stock	4,800.00	4,888.50	101.9
Timber Yield	3,500.00	978.09	27.9
STATE CREDITS			
Interest & Dividend	46,500.00	47,555.51	102.2
Savings Bank	160.00	187.92	117.5
Railroad	1,632.71	1,474.00	90.3
Flood Control	3,500.00	3,481.60	99.5
MISCELLANEOUS REVENUE			
Interest on Taxes	9,500.00	11,363.27	119.6
Motor Vehicle Permits	108,000.00	120,746.47	111.8
Court Fines	6,500.00	5,562.18	85.6
Licenses & Permits	2,000.00	2,211.67	110.5
City Clerk Fees	3,800.00	4,093.04	107.7
Dog Licenses	2,500.00	2,546.09	101.8
Rent & Sale of City Property	200.00	125.00	62.5
Interest on Investment	1,300.00	1,027.89	79.1
Sewer Reimbursement	15,700.00	to the contract of the contrac	
DEPARTMENTAL REVENUE			
Public Works	7,000.00	10,209.01	145.8
Cemeteries	8,000.00	5,650.25	73.1
Library	1,450.00	1,597.00	110.1
Airport	6,500.00	9,036.18	139.0
Parking Fines	7,000.00	4,929.58	70.4
Fire & Health	200.00	273.00	136.5
Bicycle Registrations	200.00	236.00	118.0
Assessors Machine	1,350.00	1,773.04	131.3
HEAD TAX REVENUE	4,500.00	4,309.86	95.8
SURPLUS	11,000.00	11,000.00	100.0
	\$1,268,875.67	\$1,259,545.57	99.3

PROFIT & LOSS STATEMENT

INCOME			450.004.40	
Water Sales - Rates			178,036.42	
Water Services & Miscellaneous			18,359.90	
Hydrant Rentals			22,580.00	
Interest Income			96.96	
Total Income				\$219,073.28
LESS OPERATING EXPENSES				
	Payrolls	Expenses	Total	
Water Sheds	158.90	3,772.75	3,931.65	
Mains	7,097.89	9,173.41	16,271.30	
Filters	6,282.54	8,005.46	14,288.00	
Hydrants	7,489.82	5,746.77	13,236.59	
Meters	6,531.56	7,558.78	14,090.34	
Services	14,578.07	14,241.53	28,819.60	
Trench Repairs	1,391.28	1,497.49	2,888.77	
Chlorine for Treatment		808.00	808.00	
Total Operating Expenses	\$43,530.06	\$50,804.19	\$94,334.25	
ADMINISTRATIVE AND GENERAL	EXPENSES			
Salaries		22,099.67		
Office Expense and Overhead		4,560.08		
Interest		10,649.50		
Depreciation		37,815.68	,	
Water Study		81.17	75,206.10	
TOTAL EXPENSES				\$169.540.35

NET OPERATING GAIN FOR THE YEAR \$49,532.93

WATER UTILITIES BALANCE SHEET

DECEMBER 31, 1961

ASSETS

CASH IN BANK Bank Overdraft Petty Cash	17,859.01 - 5,235.21 33.00	
		12,656.80
ACCOUNTS RECEIVABLE Rates Construction	30,463.09 4,124.80	
		34,587.89
INVENTORIES		43,632.49
REAL ESTATE - LAND		89,150.14
FIXED ASSET ACCOUNTS Water Supply Structure Less Depreciation	332,613.81 152,512.01	180,101.80
Pumping Station Structure Less Depreciation	11,010.73 3,976.87	7,033.86
Purification System Structure Less Depreciation	7,091.24 3,509.53	3,581.71
Store Department Structure Less Depreciation	2,239.02 2,239.02	- 0 -
Pumping Station Equipment Less Depreciation	41,190.99 34,766.40	6,424.59
Purification System Equipment Less Depreciation	31,571.83 30,521.83	1,050.00
Distribution Mains Less Depreciation	1,174,745.19 417,780.05	756,965.14
Services Less Depreciation	60,716.77 17,178.61	43,538.16
Hydrants Less Depreciation	59,850.47 30,905.44	28,945.03
Meters . Less Depreciation	89,621.66 83,840.57	5,781.09
Other Equipment Less Depreciation	11,706.15 10,816.44	889.71
Chlorination Building Less Depreciation	44,269.46 2,121.44	42,148.02
New Equipment Less Depreciation	8,563.95 1,712.79	6,851.16
AUTHORIZED BOND ISSUE - Crosstown Water Main		17,859.01
		\$ 1,281,196.60

WATER UTILITIES BALANCE SHEET DECEMBER 31, 1961

LIABILITIES

ACCOUNTS PAYABLE - General Fund		49,711.70
MUNICIPAL INVESTMENTS		775,664.86
SURPLUS ARISING FROM INVENTORIES		43,632.49
DUE BOND AND NOTE FUND		
Pumping Station	132,000.00	
Crosstown Water Main	160,000.00	
Chlorination Building	33,000.00	
Typhoid Judgment	22,000.00	
		347,000.00
Surplus		47,328.54
UNEXPENDED BALANCE IN CROSSTOWN	WATER MAIN	17.859.01

CITY OF KEENE WATER UTILITIES

COMPARATIVE STATEMENT ESTIMATED AND ACTUAL REVENUE FOR TWELVE MONTHS ENDING DECEMBER 31, 1961

	Estimate Per Budget	Actual to Date	% of Estimate
Water Rates	169,464.50	178,036.42	105.0
Service Connections	20,000.00	18,359.90	91.8
Hydrant Rental	20,860.00	22,580.00	108.2
Sale of Timber	5,000.00		
Interest	-	96.96	
	215,324.50	219,073.28	101.7



